



# The 24th Annual Children's Network Conference



September 29th & 30th, 2010 - Ontario, California

## Exhibitor Information

The Children's Network of San Bernardino County will present its 24th Annual Conference on September 29th and 30th, 2010 at the Ontario Convention Center. This conference consistently attracts professionals from fields such as education, healthcare, social work, law enforcement, safety, childcare, counseling, foster/kinship parents and foster youth.

### **All exhibitors receive the following**

- 8' table with one (1) chair
- One (1) company ID sign
- Conference Program
- Continental breakfast and lunch for ONE (1) Exhibitor per booth, per day

Booth assignments are made on a first-come, first-serve basis. Exhibitor applications and payment must be submitted prior to September 10th, 2010. The Children's Network may, at its discretion, accept or reject any application for space.

### **Resource Tables**

If you are looking for an economical and effective way to attract the attention of our attendees, the Resource Tables (which are un-staffed) are for you. Our attendees can browse your materials between workshops and take them to share with their colleagues and clients. The following is included with your Resource Table fees:

- 1/2 of one (1) 8' table top space with identification sign
- Children's Network will setup materials for out of state agencies  
(unused items will not be returned)

### **Exhibit Schedule**

**Set-Up:** Wednesday, September 29th - 7:00 a.m. to 9:00 a.m.

**Open:** Wednesday, September 29th and Thursday, September 30th - 9:00 a.m. to 4:00 p.m.

**Breakdown:** Thursday, September 30th - 3:30 p.m. to 4:30 p.m.

# Exhibit Hall **BINGO**

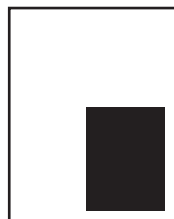
Increase your booth traffic! For \$50, add your logo to the Exhibit Hall BINGO Card. Conference attendees will receive a card with their registration materials and bring it to the Exhibit Hall to be stamped by various booths. Once filled, the card is entered into a drawing for fabulous door prizes! Space is limited, so send in your application right away!



## Advertise!

Want to spread the word about your goods and services? Program ads are the way to go! Each conference attendee and vendor receives a program with registration that will be used throughout the conference.

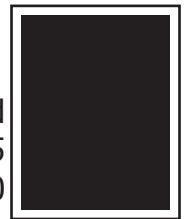
Quarter Page Ad  
2.75 x 4.25  
\$50



Half Page Ad  
5.5 x 8.5  
\$100



Full Page Ad  
8.5 x 10.5  
\$150



## **S** PONSORSHIP **O** PPORTUNITIES

### **SIGNATURE SPONSOR** \$10,000 or more

Includes 10 event tickets, logo/name on all promotional material, vendor table, reserved lunch table, and full page ad in conference program

### **GOLD SPONSOR** \$2,500 or more

Includes 6 event tickets, logo/name on some promotional material, vendor table, and half-page ad in conference program

### **PLATINUM SPONSOR** \$5,000 or more

Includes 8 event tickets, logo/name on some promotional material, vendor table, and full page ad in conference program

### **SILVER SPONSOR** \$1,000 or more

Includes 4 event tickets, logo/name on some promotional material, vendor table, and quarter-page ad in conference program

If you are interested in sponsoring,  
please contact Children's Network at (909) 383-9677

# Exhibitor Application

I am interested in purchasing (check all that apply):

<input type="checkbox"/>	Exhibitor Booth (Profit and Non-Profit) - \$100	\$
<input type="checkbox"/>	1/2 Resource Table, Unstaffed - \$50	\$
<input type="checkbox"/>	Bingo Square - \$50	\$
<input type="checkbox"/>	Advertisement in Conference Program ( 1/4 Page = \$50, 1/2 Page = \$100, Full Page = \$150)	\$
Total to be paid:		\$
<b><u>PAYMENT IN FULL DUE BY SEPTEMBER 10, 2010</u></b>		

MAKE CHECKS OUT TO "CHILDREN'S FUND"

Agency Name: \_\_\_\_\_

\*To be used for your exhibitor table sign

Primary Contact: \_\_\_\_\_

\*This is the person that will receive invoices, acceptance materials, and other conference-related correspondence

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Attendent: \_\_\_\_\_

\*Only 1 attendant per booth will be allowed. Additional people attending must register for the conference as an attendee and pay the full registration fee.

Factual description of product or service to be exhibited (25 words or less):

\_\_\_\_\_

\_\_\_\_\_

Would you like to donate a door prize?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Description: _____
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I agree to all of the terms and conditions as set forth in this Exhibitor Application

Print Name Clearly

Signature

Date

## Contact Information

Mail application to:  
Children's Network  
825 E. Hospitality Ln., 2nd Fl.  
San Bernardino, CA 92415-0049

Fax application to:  
Children's Network  
(909) 383-9688

For questions and information, contact Denise McKinney at (909) 383-9677  
Website - [www.sbcounty.gov/childnet](http://www.sbcounty.gov/childnet)

## **Exhibitor Rules and Regulations for The 24th Annual Children's Network Conference**

### **Contract for Space:**

The Exhibitor Application must be completed in its entirety and accompanied by the appropriate payment for the number of booths requested. **No application will be processed or space assigned without application and payment.** Children's Network may, at its discretion, accept or reject any application for space.

### **Refund and Cancellation Policy:**

Cancellations must be made in writing to Children's Network. Cancellations received on or prior to September 10, 2010 will result in Children's Network retaining a \$30 processing fee. No refunds will be granted after September 10, 2010.

### **Assignment of Space:**

Booth assignments are made on a first-come, first served basis, and at the discretion of Children's Network. Payments must be made before assignment of space. Children's Network will attempt to assign requested spaces. Exhibitors must be aware that other requests may have been made for the same booth space. The decision of Children's Network, with respect to booth space, will be final and binding upon all exhibitors. Children's Network prohibits and enforces that exhibitors may not assign or sublet any part of their allotted exhibit space to another business or organization.

### **Use of Space:**

Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Canvassing, distributing advertising matter, or the posting of any advertising in any public place outside of the exhibitor's rented space is not permitted. All exhibits must conform to the display guidelines set out in this notice. Children's Network reserves the right to restrict any exhibit that might be considered undesirable or does not conform to these Terms and Conditions. Children's Network reserves the right to make any modifications to displays so that the exhibit conforms to the Terms and Conditions.

### **Installation, Removal, and Care of Displays:**

Ontario Convention Center requires entrance and exit only through loading dock areas when loading and unloading items. Carts, cases or boxes are not allowed through public entrance doors. All booths and displays must be ready for viewing by 9:00a.m. on September 29th, 2010. Set-up will be on September 29th, from 7:00a.m. – 9:00a.m. Children's Network will begin its pre-opening inspection at this time. Children's Network reserves the right to reassign any unoccupied space at this time, irrespective of any application or payments received.

Break down and packing of displays may begin at 3:30p.m. on September 30th. The deadline for removal of all materials from the Exhibit Hall is 4:30p.m., and it is the sole responsibility of each exhibitor to have materials packed and cleared by the move-out deadline.

Exhibitors are not permitted to install any item or structure (signs, etc...) on the walls. No balloons or other helium-inflated items can be used in the Exhibit Hall. Absolutely no taping, tacking, or stapling anything on walls, floors, or ceilings. Duct tape is not allowed! If you have items (cords, etc...) that you would like to adhere to the floor, Gaffer's tape is required and can be provided by the Children's Network. **Electrical outlets will not be provided without prior request and additional costs.**

All materials within the exhibit booth area (including, but not limited to actual display unit, decorative items, furnishings, fabrics, floorings, etc...) must meet and comply with all national, local, and facility fire, electrical, plumbing, safety, and hazardous material codes. Any item or items that do not comply are subject to immediate correction/removal at Children's Network's discretion.

### **Booth Personnel:**

Each exhibiting organization is entitled to ONE representative to man their booth space. Badges must be worn at all times. Booths must be staffed during all Exhibit Hall open hours. Additional people attending must register for the conference as an attendee and pay the full registration fee.

### **Food Service:**

Children's Network's agreement with the Ontario Convention Center prohibits any food or beverage from outside sources being brought into the exhibit booths. Registered booth personnel will attain a wristband during morning check-in for each day, which will allow them to receive breakfast, lunch, beverages, and snacks throughout the conference. Anyone without a wristband will not be served.